



**SANDRA SHEWRY**  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

January 26, 2007

TO: Executive Directors  
Teen Pregnancy Prevention (TPP) Programs

SUBJECT: Program Letter 07-02  
Reporting requirements: Project Update Report and Progress Report

The purpose of this letter is to convey an informal Scope of Work (SOW) as allowed under the terms of the grant, as these changes do not alter the overall goals, basic purpose, or provide for the Grantee's budget to increase or decrease. Therefore, the reporting requirements indicated in your Grant's SOW, Exhibit A for all Teen Pregnancy Prevention (TPP) programs as follows: "Progress Reports and Other Performance Requirements" for Teen SMART Outreach (TSO) and Information & Education (I&E) programs; "Reports and Other Performance Requirements" for Community Challenge Grant (CCG) and Male Involvement Program (MIP) programs.

In an effort to reduce administrative requirements, the Office of Family Planning (OFP) will no longer require grantees to submit Project Update Reports or Clinical Linkage reports. However, OFP requires all grantees continue to submit Progress Reports (revised) biannually in accordance with your SOW. The TPP Progress Report has been revised to include the enclosed form *Family PACT Providers Clinical Linkage (attachment 1B of the TPP progress report)*. This attachment must be completed by all CCG, MIP and I&E programs and submitted with your Progress Report.

CCG, MIP and I&E programs are required to develop linkages with Family PACT Providers in their local area for referral purposes. The attachment was developed for TPP programs to provide information regarding their collaborative Family PACT partners. Projects should refer to the Family PACT website: [www.familypact.org](http://www.familypact.org) when completing the attachment to ensure the accuracy of reported information as detailed in the TPP Progress Report Instructions, page 11, Attachment 1B-Family PACT Providers Clinical Linkage, located on the ETR website: [www.etr.org/ofp](http://www.etr.org/ofp).

The information collected regarding your collaborative Family PACT partners will be utilized to evaluate the impact of referral services by TPP programs to Family PACT providers.

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The Progress Report due dates remain as follows:

- First Progress Report due: February 1, 2007
- Second Progress Report due: August 1, 2007

The revised TPP and TSO progress reports and instructions are posted on the ETR website: [www.etr.org/ofp](http://www.etr.org/ofp).

The original progress report and one copy will continue to be mailed to:

Attention: Contract Manager  
TPP Progress Report  
California Department of Health Services  
Office of Family Planning, MS 8305  
P.O. Box 997420  
Sacramento, CA 95899-7420

Please contact your program consultant if you have any questions.

Sincerely,

Martha Torres-Montoya, M.S.P.H.  
Chief, Teen Pregnancy Prevention Section  
Office of Family Planning

cc: Laurie Weaver, Chief  
Office of Family Planning

Sandra Zajkowski, Chief  
Contracts and Grants Unit

Attachment